

CHIEF, FACILITIES PLANNING

DEFINITION:

Under administrative direction to plan, organize and direct the Facilities Planning and Procurement program; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Chief, Facilities Planning is a one-position Unclassified Service class allocated only to the Department of General Services, Facilities Services Division. The incumbent reports to the Deputy Director, Architecture, Engineering and Facilities Services, and has significant responsibility for formulating policy and administering the work control, material procurement and central contract services for county facility projects.

EXAMPLES OF DUTIES:

Directs and manages the work control unit functions and ensures that projects are budgeted, prioritized, and implemented; ensures that work projects conform with adopted building and construction codes; coordinates projects with impacted parties; formulates and coordinates procedures and schedules work and inspection of work; ensures the optimum support of facility operation programs and work control processes; directs and manages the Facility Services Contracting Unit involved in developing contracts for a variety of county services; reviews and develops specifications, contract documents, and bids; selects vendors, issues and administers contracts and evaluates contractor staff performance to ensure adherence to contract provisions; directs the development and planning of facilities maintenance activities; directs the preparation of preliminary and final contract estimates; assists in preparing annual work plans and budgets; assists in formulating the major maintenance and capital improvement programs; formulates and administers facility operation policy/procedures related to managing contracts for a variety of county services and facilities operations; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities; performs special studies and projects as assigned by the Deputy Director; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Work control theory and practice.
- Procurement and contracting theory and practice.
- Scheduling techniques and application of work measurement techniques.
- Building construction, repair and operations, which includes equipment and material specification development and estimation.
- Principles and techniques of energy conservation and supply including alternative means of energy supply.
- Applicable building codes and regulations related to facility construction, maintenance and repair.
- Policy and procedures development and implementation related to facility services and programs.
- Budget formulation related to cost determinations and scheduling of materials, personnel and activities for facilities maintenance and/or repair.

- The General Management system in practice and in principle.
- Contract negotiation and administration related to the construction, maintenance, and repair of facilities.
- Modern management principles and practices.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Building construction, operations and repair.

Skills and Abilities to:

- Plan, direct, and organize, facilities development activities.
- Direct the planning, cost estimating, and scheduling of maintenance and repair work programs.
- Coordinate disparate programs and multi-disciplinary staff to insure that work is accomplished in a unified manner which effectively and efficiently supports countywide facility operation needs.
- Coordinate departmental services with county departments and public/private agencies.
- Develop service delivery models and systems.
- Ensure that divisional activities conform to federal, state, and local laws and regulations.
- Identify and resolve operational problems.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain cooperative relations with those contracted during the course of work.

EDUCATION/EXPERIENCE:

Education training and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a bachelor's degree in engineering, architecture, business administration or public administration; AND, five (5) years of professional experience in facilities operations, which must have included three (3) years in managing work control and material procurement contracting activities.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Background Investigation:

Candidates or appointees will be subject to a complete background investigation which will include a check through Sheriff's criminal records.